



# Western Montana MBU26 Leader Guide

MBU Points of Contact:  
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We'd like to welcome you to the Annual Western Montana MBU256 MISSOULA  
Sponsored by the University of Montana and Mullan Trail District.

## Where:

Schreiber Gym, 32 Campus Drive, Missoula, MT

[Google Maps: https://goo.gl/maps/ThZxyUTPA9V715Hf6](https://goo.gl/maps/ThZxyUTPA9V715Hf6)

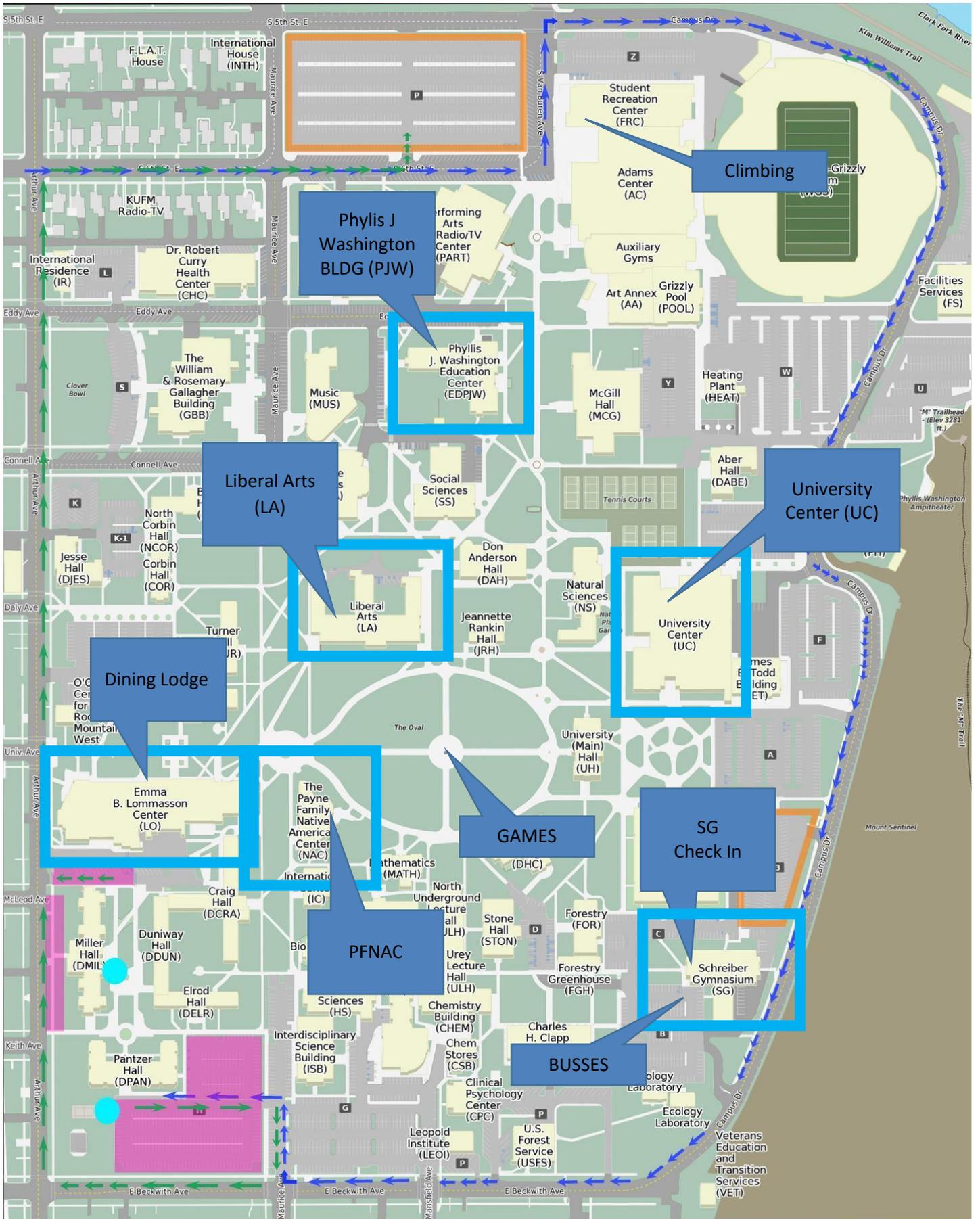
## Quick Schedule

### □ 02/27/2026 -- Friday

- Arrive No Earlier Than 5:00pm
- Evening In-Person registration 5:00 pm - 8:30 pm @ Schreiber gym
- Dinner at the Lodge Dining Hall 5:00 pm - 8:00 pm: Yellow Ticket required
- Planetarium Shows are at 7:00 pm and 8:00 pm, \$3/per person, 30 people per show, pre-paid: Pink Ticket
- Game Room at the University Commons open 7:00 pm - 9:00pm
- Crafting adjacent to the Game Room at the University Commons from 7:00 pm - 9:00 pm
- Games on the Quad - Football and Frisbee 6:30 pm - 9:30 pm
- Astronomy MB Meet Up at Schreiber Gym for Requirement at 7:00 pm
- Movie Night in Scheiber Gym "October Sky" - 7:00 pm - 9:00 pm
- Overnighting at Schreiber Gym: Back inside by 10:00 pm
- Schreiber Gym Lights Out 10:30pm

### □ 02/28/2026 -- Saturday

- Wake Up 7:00 am
- Morning Check In No Earlier than 7:00 am
- Catered Breakfast in Schreiber Gym at 7:30 am - Blue Ticket required
- Opening Ceremony 8:20 am - 8:45 am
- Movement to Morning Session 8:45 am
- Morning Session 9:00 am - 12:00 pm
- Group One Lunch - Arrive at The Lodge between 12:00 pm - 12:20 pm, Red Ticket
- Group Two Lunch - Arrive at The Lodge between 12:20 pm - 12:40 pm, Red Ticket
- Group Three Lunch - Arrive at The Lodge between 12:40 - 1:00 pm, Red Ticket
- Movement to Afternoon Session 1:20pm
- Afternoon Session 1:30 pm - 4:30 pm
- Adult Leadership Symposium 2:30 - PJW 123
- Counselor Check In at Schreiber Gym 5:00 pm
- Closing Ceremony at Schreiber Gym 5:00 pm
- Check Out 5:25pm
- Overnighting at Schreiber Gym: Back inside by 10:00 pm
- Schreiber Gym Lights Out 10:30 pm



Climbing

Phyllis J Washington BLDG (PJW)

Liberal Arts (LA)

University Center (UC)

Dining Lodge

GAMES

SG Check In

PFNAC

BUSES

<b>CLASSROOM</b>	<b>MERIT BADGE</b>
SG 303	American Business
SG 303	American Indian Culture
PJW 214	Architecture
FA 102	Art
PFNAC Planetarium	Astronomy
Master Technician	Automotive Maintenance
UC 224	Bird Study
PFNAC 201	Cit. in Community
PFNAC 011	Cit. in Nation
PFNAC 103	Cit. in Society
PFNAC 202	Cit. in Society
PFNAC 009	Cit. in World
Campus Rec	Climbing
PJW 215	Coin Collecting
UC 215	Communications
UC 215	Communications
PFNAC 202	Cooking
UC 224	Dentistry
PFNAC 014	Digital Technology
PFNAC 103	Family Life
SG 304	First Aid
PJW 214	Geology
PFNAC 105	Leatherworking
Missoula Library	Movie Making
PFNAC 202	Personal Management
PJW 314	Public Speaking
PJW 334	Reading
Currents Aquatic Center	Scuba Patch
PJW 313	Signs, Signals and Codes
PJW 215	Stamp Collecting
Holiday Inn Downtown	Swimming
Jones Bros Trucking	Truck Transportation
West Campus	Welding

## Payment & Cancellation

- Payment can be made by credit card through Black Pug.
- Once registered for classes, you will have a total amount due listed on the Black Pug registration website. Registration fees are required within a week of your registration to confirm your class schedules.
- Refunds for participants who cancel after registration closes or do not show up for the event will not be issued. If your plans have changed and you will not be able to attend please let us know. We may be able to refund partial payments if the classes can be reassigned.

## Arrival

- Troops may arrive any time after 5:00 pm on Friday until 8:00 pm or Saturday between 7:00 and 8:00 am
- Please check-in before unloading gear. We will have specific instructions for parking and gear unloading.
- Troop check-in will be in the entryway of Schreiber Gym. (See Map)
- Leave your troop in a waiting area and send one adult leader to the check-in desk.

We need the following items in order to speed your Check-in:

- Troop Roster
  - Scout and Adult Medical Forms A & B – Turn in at check-in, pick up at check-out
- Once the Troop is registered, adult leaders can proceed to unload all required gear. If you are arriving on Friday, you can take your camping gear to the gym on the second floor.

## Troop Point of Contact

Each Troop must have a point of contact registered with MBU Missoula. The point of Contact must be onsite at all times, as they are the direct line of communication between the MBU staff and Scouts. The Point of Contact must be a BSA registered adult.

The Point of Contact will be responsible for the following:

- Check-in
- Maintain a cell phone that can be reached all day by MBU Staff (provide the cell phone number, as well as the names, times of relief and cell phone number of any other adults that are taking over responsibility. There must be at least one Point of Contact for each troop onsite at all times.
- Maintain presence at MBU and be able to assist with problems or issues while

troop members are in attendance.

- Support and enforce Scout Law and Scout Oath.
- Support and enforce LEAVE NO TRACE.
- Ensure their Scouts know who the Troop Adult Contact is.
- Hand out meal tickets, information, and schedules.
- Monitor attendance and early departure of Scouts.
- Sign their Troop out at the end of MBU and secure MBU Patches.

## Sleeping Arrangements

- Gym City: Male Scouts will sleep overnight in the gym. Females Scout and Leaders will have separate classrooms on the third floor to sleep and there will be locker rooms and bathrooms available.

## Parking

- Parking prior to 5pm will require a parking fee. You can download the app on your mobile device. **Passport Parking.** <https://www.umt.edu/transportation-parking-services/drive/passport-app/default.php>. This website will explain how to set up an account.
- Parking after 5pm Friday is free.

## Friday Night On Campus Activities

- Dinner will be available for those who purchased them at the Dining Lodge. There is a By Name List in the Troop Packet. The Zoo is open from 5:00 – 7:30 pm. You must have prepaid at registration and have a ticket in your packet at check in.
- The Planetarium will be airing two presentations by the University of Montana Astronomy department. There are 30 seats available for each showing. These shows are open to scouts and adults at a charge of \$3 each. Shows will begin at 7:00 p.m. and 8:00 p.m. You must register for which show you plan to attend on Black Pug. These must have been prepaid at registration and there will be tickets in your registration packet.
- There will be a Scout Shop open in the 2<sup>nd</sup> Floor Conference Room. Make sure you remember to bring money!
- University Game Room, will be available from 7pm -9pm.
- There will be football and frisbee games available on the quad from 6:30pm - 9:30pm, led by the UM Crew.
- For Scouts taking the Astronomy MB, you will meet at Schreiber Gym at 7pm to work on Requirement #3.

- Adults wanting to be helpful, please see Graham or Susie at the check-in desk and we may have an area for you to help keep an eye on or a task to help lighten the load.
- All Scouts must be back in the gym NLT 10:00 and accounted for by their leaders.
- There will be a mandatory 10:15 meeting with Scout Masters in the 2nd Floor Conference Room.
- Scout Masters are expected to control the phone usage of their Scouts, so they do not disturb or disrupt the other Scouts trying to sleep.

## Saturday Morning

- Adults have sole use of the bathroom and shower facilities from 6:00-6:40 am. No Scouts will be allowed in during this time.
- Overnighters will need to be packed and have their gears out of their sleeping area by 7:30 am.
- Breakfast will be served in the 2<sup>nd</sup> Floor Gym from 7:30 to 7:50 am. Breakfast had to be prepaid during registration and needs a ticket provided in your registration packet to be able to pick up your meal.
- Troops will gather at 8:10 am with their flag and move to the Opening Ceremony in Urey Lecture Hall.
- The Opening Ceremony will be 8:20-8:40am.
- After the ceremony, Scouts will be told where to meet for their Merit Badge to be escorted to their class for morning session.
- Counselors will meet their participants in their classes.
- Off Campus merit badges will take a bus to go to their location. This schedule is listed separately.
- There will be an Adult Lounge in the PJW Education Building, Room 241 available. There will be coffee provided.

## Lunch

- Lunch will be served in three groups at the Dining Lodge. Group A will check in from 12:00 – 12:20; Group B will check in from 12:20-12:40; and Group C will Check in from 12:40 – 1:00. You are not limited to eating in these time frames, just arriving at the Dining Lodge. This is to stagger the arrival of our Scouts to allow time for people to get through the lines, find seats and let the food services to restock their food.
- Group designations will mostly be by Troop. Some individuals from some Troops will be different based on bus schedules for offsite Merit Badges.
- Group designations will be in the Troop Packets. Scout Masters will set their meeting point after classes end for lunch.

## Afternoon

- Leaders will review the schedule and map with their Scouts to determine the location of their afternoon Merit Badge. Scouts will make their way to their afternoon Merit Badge no later than 1:15 pm. If you need help, go to Schreiber Gym for assistance. Scouts will return to Schreiber Gym after their 2<sup>nd</sup> Session at 4:30pm.
- If you are taking a bus to an off-campus location, you will meet at Schreiber Gym at the designated time listed on the separate bus schedule.
- MBU Staff will input the Merit Badge requirements into Black Pug and they will be available to leaders to export into Scoutbook the following week.
- A closing ceremony will be held at 5:00pm in the gym.
- There will be an Adult Leadership Symposium starting at 2:30pm, in the PJW Education Building, Room 123. This will be led by Jory and Terry and will cover the state of Scouting in the Nation and Counsel, open discussions and a Q&A session.

## Be Prepared

- All Troops need to bring their Troop Flags for Opening and Closing Ceremony
- Scouts should wear BSA field uniform.
- Scouts must have their Merit Badge Worksheets filled out with the completed prerequisites.
- Scouts should be prepared with a notebook and a pencil/pen.
- Scouts are responsible for any required materials for Merit Badges.
- Scouts should bring a water bottle for the day.
- Scouts need to bring clothing appropriate for the weather. Some classes take place outside, and all Scouts will be outside from time to time.
- Scouts and Adults MUST wear their name tag AT ALL TIMES. This is a safety requirement directed by Campus Security.

## A Scout is:

At Merit Badge University, we are guests at the University of Montana, please do your part to:

- Observe and live by the Scout Oath and Scout Law.
- Attend classes as assigned.
- Be courteous to other students, counselors, and staff.
- Be personally responsible for attitude and behavior.

- Take care in maintaining others' property.
- Leave No Trace.
- Clean up trash after eating and camping/sleeping.
- Always have a buddy.
- Have a great time!

## Merit Badge Record

- Merit Badge Counselors will fill out their Badge Requirement Grid. At the end of the instruction period, MB Counselors will bring the completed sheet to the Admin Office in Schrieber Gym for the Merit Badges to be uploaded.
- This Merit Badge report can be exported from Black Pug and imported in Scoutbook format using Scoutbook's "**advancement.csv**" template.
- Scouts are expected to be on time, be respectful, be attentive and be engaged during the Merit Badge Course of Instruction. The Counselors have the right to deny Scouts credit for requirements if they do not believe the Scout showed they learned what was needed to earn the Merit Badge.
- In Scoutbook, once logged in in your troop, simply select "Import Black Pug Data", activate all the possible option, and import the file.
- For the Merit Badge that are not complete, the scouts will be able to work with the counselor after MBU. They should have had their contact info at the beginning of the class. Have the Scout and Leader sent an invitation to the MB Counselor so the Scout can continue to work with them until the Merit Badge is complete.

## Health, Safety, and First Aid

There will be a First Aid Station in the 2nd Floor Conference Room Friday night and Saturday. The next level care will be at the Curry Medical Center. In the event of an emergency, Scouts not in classrooms should proceed to the Emergency Muster Point in front of Schreiber Gym, Scouts in classrooms will remain in the classroom as directed by their Merit Badge Counselors, awaiting further instruction from MBU Administration. AED's are located throughout the campus.

## Lost and Found

The Lost and Found is located at the Check-in/info table. Please be sure to check before you leave. Put your name on EVERYTHING: books, papers, lunch boxes, coats, hats – EVERYTHING.

## Questions

Please don't hesitate to contact [missoulambu2023@gmail.com](mailto:missoulambu2023@gmail.com) if you have any questions that weren't answered above.